



*"History's Hometown"*

**CITY OF AUBURN**

Civil Service Commission

Issued: June 13, 2017

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of promotional

**POLICE CAPTAIN**

**EXAMINATION #76-656**

EXAMINATION DATE: September 9, 2017  
LAST FILING DATE: August 11, 2017  
APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN: August 11, 2017

SALARY: \$59,993 - \$79,583 (Based on contract expiring July 1, 2017)

**MINIMUM QUALIFICATIONS:**

Candidates must be permanently employed in the competitive class in the City of Auburn Police Department, and must have attained the Civil Service rank of Police Sergeant for 24 months or Police Lieutenant for 12 months.

**VACANCY:**

At present there are no anticipated vacancies. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**ANTICIPATED ELIGIBILITY:**

If you expect to complete the experience requirement within 6 months from the date of the examination, you can be admitted to this examination on a conditional basis. Your name will not be certified until you obtain the necessary experience.

**APPLICATION FEE:**

The fee of \$25.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**  
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a law enforcement position within the City of Auburn responsible for supervising the operation of the police department on an assigned shift according to established procedures and policies outlined by the Police Chief. The Police Captain directs the activities of Police Lieutenants, Sergeants, and Officers, and coordinates activities with other City departments when necessary. The incumbent plans and organizes workloads and staff assignments, evaluates the work of subordinate personnel, and initiates disciplinary proceedings when needed. The Police Captain functions primarily in an administrative role, but responds to calls of a more severe or complex nature. Work is performed under the general supervision of the Police Chief. In the absence of the Police Chief, the Police Captain may be required to act on his/her behalf. Does related work as required.

**SUBJECT OF EXAMINATION:**

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Law enforcement methods and practices**

These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

**2. New York State Laws**

These questions test for knowledge of the laws in effect on January 1, 2017 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

**3. Planning, supervising and administering police programs and activities**

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

**4. Understanding and interpreting written material**

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

#### 5. Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

#### P. E. R. C. Statement

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Second- and Third-Line Police Supervisors is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

#### CALCULATOR:

Use of calculators is **PROHIBITED** for this exam. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators', 'Dictionaries', or any similar devices are prohibited. Cell phones are not allowed in the examination room.

#### MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

#### RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

**SPECIAL ACCOMMODATIONS:**

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

**VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$0.98 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 211  
24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**SENIORITY CREDITS:**

Seniority credits will be added according to the schedule attached to this announcement.

**SCHEDULE FOR COMPUTING SENIORITY**

One point for each creditable five –year period

|                              |           |
|------------------------------|-----------|
| Less than 1 year             | NO points |
| 1 year to 6 years            | 1 point   |
| Over 6 years up to 11 years  | 2 points  |
| Over 11 years up to 16 years | 3 points  |
| Over 16 years up to 21 years | 4 points  |
| Over 21 years up to 26 years | 5 points  |

Up to 5 points max

**Auburn Civil Service Commission:**

**Diane R. Gove  
John C. Hardy  
Laurie A. Turo**

**An equal opportunity employer**